



# ***JOB OPPORTUNITY***

**CALIFORNIA STATE DEPARTMENT OF INSURANCE**

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## **ACCOUNTANT TRAINEE or ACCOUNTING OFFICER, SPECIALIST**

**\$3,133 - \$3,628 (AT) or \$3,715 - \$4,516 (AO)**

**ACCOUNTING SERVICES BUREAU**

**CASHIERING UNIT**

**SACRAMENTO**

The Department of Insurance has an opening to be filled at the Accounting Officer, Specialist, classification to work in the Accounting Services Bureau Cashiering Unit. For recruitment purposes, this position may be filled at the Accountant Trainee level.

**RESPONSIBILITIES:** Under the general supervision of the Senior Accounting Officer, Supervisor, the Accounting Officer, Specialist, performs professional accounting duties in the automated Cashiering Unit. Responsible for reviewing, coordinating, balancing, and maintaining accountability of cash collections made for the Department. Review operations and recommend revisions in policy and procedure. Act in lead capacity over subordinate level staff in the Cashiering Unit and provide guidance to other staff in the acceptance of credit cards. This function involves preparing or reviewing the reconciliation and the daily deposit of receipts; and, responds to inquiries from departmental staff and outside entities regarding collections processed via the EFT and remittance processor.

### **DESIRABLE QUALIFICATIONS:**

- Direct knowledge and experience with State accounting principles, methods and procedures.
- Excellent oral, written and analytical skills.
- Proficient in PC applications (Word, Excel, Access, etc).
- Ability to maintain a courteous and professional demeanor at all times.

**WHO MAY APPLY:** Applications will be accepted from current State employees at the Accountant Trainee or Accounting Officer, Specialist, level, those within transfer range, or those with list eligibility. Training and Development Assignments may be considered. All applications will be reviewed; however, only the most qualified candidates will be interviewed. Applicants currently on SROA lists or employed by a surplus department are encouraged to apply. Surplus candidates must attach a copy of their letter. ***All applicants must clearly indicate the basis of their eligibility (i.e., SROA, surplus, reemployment, reinstatement, transfer, list eligibility or Training and Development Assignment) on the state application.***

**APPLICATION PROCEDURE:** Send a completed standard State of California application to Ellen Uy, Accounting Services Bureau, Department of Insurance, 300 Capitol Mall, Suite 1400, Sacramento, CA 95814. **Please indicate “Accountant Trainee #192-4179-007” or “Accounting Officer, Specialist #192-4546-CAU” on the State application.** Applications received without the above information may not be considered for review. For additional information, please call (916) 492-3381.

**FINAL FILING DATE:** July 5, 2007

**NOTE:** Interested individuals must submit applications in order to be considered for this position.

pb06/25/07

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**DO NOT SUBMIT APPLICATIONS TO THE STATE PERSONNEL BOARD**

AN EMPLOYER OFFERING EQUAL EMPLOYMENT OPPORTUNITY TO ALL REGARDLESS OF RACE, COLOR, CREED, NATIONAL ORIGIN  
ANCESTRY, SEX, MARITAL STATUS, DISABILITY, RELIGIOUS OR POLITICAL AFFILIATION, AGE OR SEXUAL ORIENTATION.

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